Video title: Creating User Accounts in Windows 2000
TI: 6.2.1

Step		Description
#1	**Video 1**	Open the **Control Panel** by clicking on **Start > Settings > Control Panel**. Click on the **Users and Passwords** icon. Then click on the **Advanced** tab. Under the **Advanced User Management** section, click on the **Advanced** button. The **Local Users and Groups** window will open.
#2	**Video 2**	In left windowpane of the Local Users and Groups window, click on the **Users** folder. Click on the **Action Menu** in the upper left corner of the window and select **New User**. A New User dialog box will open.
#3	**Video 3**	In the **User name** text box, type **LocalUser1** and then press the **Tab** key. In the **Full name** text box, type **John Doe** and then press the **Tab** key. In the **Description** text box, type **User** and then press the **Tab** key. Type **password** for the **Password**. Do the same for **Confirm password**. Next, uncheck the **User must change password at next logon** box and then click the **Create** button. Create a second user account named **LocalUser2, Full name** type **Jane Doe** using the same method. After this is complete click on the **Close** button. Close the **Local Users and Groups** window by clicking on the **X** in the upper right corner of the window. Close the **Users and Passwords** box. Close the **Control Panel**.
#4	**Video 4**	Test the new user account(s) by logging off as the current user. Click on the Start Menu and select **Shutdown**. Select **Logoff** from the dropdown menu.
#5	**Video 4**	After the computer reboots and the logon screen appears type **LocalUser1** and **password** for the User name and Password, and click OK. The computer will now log on to the LocalUser1 account.